

LEGAL SECRETARY II

Code No.: 4-05-119
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a legal secretarial position responsible for the performance of difficult secretarial work and routine legal clerical tasks designed to assist attorneys. The work is performed in accordance with general instructions regarding objectives, policies and procedures and is usually submitted in its final form. Duties involve operating a variety of office equipment in the preparation and typing of confidential legal documents including, but not limited to, an electronic work station and transcription equipment. The employee reports directly to, and works under the general supervision of an attorney, administrator, Legal Secretary I or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and drafts legal papers such as contracts, complaints, summons, motions, petitions, judgments, satisfactions, releases, records on appeal, orders, claims, leases, deeds, easements, etc.;

Prepares and drafts correspondence, referrals, resolutions and legislation;

Prepares and types general and legal correspondence, briefs, memoranda of law, statements, reports, forms and various other legal documents;

Operates a variety of office equipment in preparing correspondence and legal documents;

Proofreads typewritten materials for sense, and consistency as well as for spelling, grammar and punctuation;

Maintains confidential, litigation and general office files;

Responds in person or by mail or telephone to routine inquiries;

Schedules meetings, hearings, court dates, etc. for attorneys and maintains appointment calendar;

Acts as receptionist for attorneys, greets visitors and schedules appointments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of legal office terminology, practices, and procedures; good knowledge of legal terminology, legal papers, and format of legal correspondence; good knowledge of English grammar and usage; organizational ability; ability to operate word processing, data entry, and electronic transcription equipment at a satisfactory rate of speed; ability to utilize word processing database and spreadsheet programs; ability to compose correspondence; ability to prepare legal forms and correspondence independently or at the direction and under the supervision of an administrator, attorney or clerical supervisor; ability to proofread written material; ability to operate data entry equipment; ability to deal effectively with elected officials, administrators, contractors, clients, attorneys, and the general public; ability to follow oral and written directions; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent office secretarial, clerical or paralegal* experience, six (6) months of which must have been in legal work; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university, or school of business or business institute with an Associate's degree or Certificate in Secretarial Science, Office Management, Office Administration, Office Technology, Administrative Assistant or Support

Services, Legal Studies, Law and Legal Studies, Legal Support and Services, Paralegal Studies or any other secretarial, office management, or legal studies field plus one (1) year paid full-time or its part-time equivalent office secretarial, clerical or paralegal* experience, six (6) months of which must have been in legal work; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Paralegal experience can include cooperative education (co-op) or internship experience (paid or unpaid).

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: February 19, 1987

REVISED: April 21, 1988

REVISED: March 7, 2002

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